

7.200 FACILITIES USE PROCEDURES

- A. All building use requests must be approved by the The Director of Facilities. The Records Office will maintain the comprehensive facilities scheduling system.
- B. All scheduling is handled, according to priorities described previously, on a first-come, first-served basis and up to six months in advance.
- C. Facilities must be reserved via the Room Request System on the Intranet. All information requested on the application must be completed prior to approval.
- D. Requests and applications must be timely. Applications for space resources use should be made a minimum of two weeks in advance. However, it is expected that large multipurpose spaces and other large spaces must be reserved with a minimum lead time of one month to ensure adequate provision of space resources. Smaller venues of fifty persons or fewer should be reserved a minimum of one week in advance of use.
- E. Any admission charges made to participants or patrons shall be stated on the written facility request.
- F. Notice of cancellation must be given at least five days prior to the scheduled event. Users failing to notify the College of cancellation of an event may be subject to assessment of fees and any out-of-pocket expenses incurred by the College.
- G. Representatives who sign the facility use request are responsible for the conduct of participants, patrons, and guests, and for enforcing all College regulations. Abuse of facilities will result in assessment of monetary liability and denial of future facility usage.
- H. Those contracting to use College facilities may not assign or sublease any facility or grounds requested for their use.
- I. Posting Procedure
 - 1. Students, faculty, and staff may post information and notices concerning their organization/department in areas designated by College administration, such as the bulletin boards in each of the buildings. These postings must be stamped and approved prior to posting (approval process below).
 - 2. Guidelines for posting include:
 - a) The Office of Marketing and Public Relations will approve postings, including the date that the information should be taken down. The posting

party will be responsible for putting materials up and taking them down. The date to be removed should be within 24 hours after the date of the event.

- b) Only one notice per event may be posted per board surface.
 - c) Posted material should not cover or obstruct other notices.
 - d) Posted material should be of a reasonable size relative to the size of the posting area (5x5, 5x7, or 8-1/2 x 11 preferred).
 - e) Table tents are considered a posting tool and also require approval.
 - f) Posting is prohibited on all pieces of artwork, elevators, vehicles, bus shelters, trees, furniture & seating, streets & signs, glass surfaces, doors, painted surfaces, columns, etc. In the case of emergency, the College may post a notice on a door area.
 - g) Chalk may be used to post notices on sidewalks, but is prohibited on buildings. Under no circumstances may acrylics, ink or paint be used on any permanent surface.
 - h) Digital signage is for the exclusive use of the College, with content reviewed by designated campus personnel.
3. College personnel from the Office of Marketing and Public Relations will remove notices from all posting areas on a bi-weekly basis. These areas will also be checked regularly to remove dated notices, non-campus related postings and violations.
 4. Violations of this Procedure will be handled through the Center for Student Success, the Office of Human Resources, and other appropriate College personnel as the situation may require. Groups or individuals responsible for violations will be assessed the actual cost of clean-up and any necessary repairs.
 5. Approval Process: Prior approval from the Office of Marketing and Public Relations is required before anything is posted.